



# AMERICA'S ONE

## TITLE AGENCY

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### Policies and Procedures

## Document Recordation / Title & Settlement Pricing

<b>Purpose</b>	Document recordation and rate/pricing procedures and policies to assist America's One Title Agency in compliance with applicable contractual obligations and Federal and State Consumer Financial Laws.
<b>Scope</b>	These policies and procedures are for all of America's One Title Agency (hereafter referred to as "The Company") locations including all satellite offices. These procedures are to be followed by all employees and independent contractors where applicable.
<b>Procedures</b>	<p><b>Pricing Procedures</b></p> <p><b>The Company utilizes rate manuals and online calculators, as appropriate to ensure correct fees are being charged for title insurance policy premiums, state-specific fees and endorsements.</b></p> <p>Employees are aware of contractual and statutory rate and pricing requirements. Title insurance policy premiums, state specific fees and endorsements are calculated in accordance with the title insurance underwriter or regulatory or promulgated rate manual through The Company's software and/or through the use of title insurance underwriter rate calculators. All applicable rate discounts, such as Simultaneous Issue, Reissue, Refinance, and Substitution rates are calculated in accordance with the requirements in the rate manual.</p> <p>When rate change bulletins are received, <b>(David Nichols, President)</b> will communicate these rate changes to the appropriate parties and will test the accuracy of such changes and report the results to Company Management.</p> <p>Throughout the year a representative sample of closed files is subject to a post-closing review by <b>(Donna G., Title Production Manager)</b> to conclude if fees were correctly charged.</p> <p><b>Recording Procedures</b></p> <p><b>Submit via Erecording Service (EPN) or ship documents for recording to the county recorder (or equivalent) or the person or entity responsible for recording within 3 business days of settlement.</b></p>

	<p>After review of county specific recording requirements recording documents are submitted for recordation by <b><u>Escrow Closer(s) or Escrow Clerk(s)</u></b>. When available and economically feasible, document recordation will be processed electronically via E-recording. When E-recordings are not utilized or are not available and when The Company does not utilize an employee, documents will be shipped for recording. The Company ships documents using <b><u>UPS</u></b> and tracks all packages and maintains the tracking information in electronic form or thru imaged data.</p> <p><b>Timely responses to recording rejections and verify recording is filed of record.</b></p> <p>The Company maintains a Recording Log to monitor all recordings. After documents are sent for recordation, The Company maintains contact with the appropriate personnel and parties to resolve any problems. The Company updates the Recording Log with information about outstanding recordings and rejected recordings, status and resolution. After documents are recorded, detailed information such as book, page, instrument number, time and date are included in the transaction file.</p>
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<b>Contact Officer</b>	<i>David Nichols, President</i>
<b>Date Approved</b>	<i>10/1/2013</i>
<b>Date of Commencement</b>	<i>10/1/2013</i>
<b>Amendment Dates</b>	<i>12-23-2014</i>
<b>Date for Next Review</b>	<i>1/2017</i>
<b>Related References and Links</b>	<ul style="list-style-type: none"> <li>• <i>Recording Log: Z:\Shared Documents\Policy Issuing &amp; Recording Information\Recording Info\Michigan</i></li> <li>• <i>Rate Manuals Z:\Shared Documents.</i></li> </ul>